



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMMUNICATIONS CENTER COORDINATOR

DEFINITION: Under direction, coordinates the technical operation and training functions for the Communications Center.

EXAMPLES OF DUTIES:

- Develops and implements training programs for personnel assigned to the Communications Center;
- Provides overall coordination of all Center technical operations;
- Assists in the administrative functions of the Communications Center;
- Monitors and updates operational procedures;
- May supervise persons assigned to assist in training functions.

MINIMUM REQUIREMENTS:

City employees in the classification of Communications Supervisor, who have completed at least two years service in that classification, and who have developed the knowledge and skills to (1) effectively communicate with others both oral and written, (2) to understand the technical operations of the Communications Center, and (3) to understand the costs and related functions associated with the Communications Center.

HISTORY:

Title change and revision of Assistant Communications Manager Classification Specification dated 07/01/79

Approval/Adoption Dates: 01/29/81 - Human Resources Department